



# OMAUI CAMP

*Adventure awaits!*

## IMPORTANT INFORMATION FOR CAMP HIRERS



Invercargill office  
77 Tay St, Invercargill  
Omaui Outdoor Camp  
159 Mokomoko Road, Omaui  
P: 03 218 2989  
E: [bookings@ymcasouth.org.nz](mailto:bookings@ymcasouth.org.nz)  
W: [www.ymcasouth.org.nz](http://www.ymcasouth.org.nz)

# Important information

It is important to the Y that everyone enjoys themselves during their stay at Omaui Camp. Please ensure you follow the health and safety and cleaning protocols and show respect to groups who will be using the camp after you and in the future.

## Access

- An email will confirm your arrival and departure times, once booking payment is paid
- All efforts will be made to accommodate your requests for times, but it will depend on other bookings previously made
- Keys can be picked up from the Y, 77 Tay St, Invercargill, and returned to the same site on departure. Any lost or unreturned keys will incur costs.

## Cleaning

A cleaning checklist will be given to your group. There are also instructions onsite and limited cleaning supplies for your use. It is expected you will satisfy the cleaning requirements, or additional charges may apply. During busy times there may be groups arriving soon after a departing group. Please ensure the camp is clean and tidy for others to enjoy. If the site is left unsatisfactorily or requires additional cleaning, costs will apply and this may be taken from your bond.

## Booking conditions: schools

(Note: The booking form includes a full list of terms and conditions.)

- All school bookings must be received in writing, alongside a completed and signed copy of the booking form at time of booking
- Any cancellations made two weeks or less before arrival will not be refunded
- No shows will be charged for the full time booked
- There is no reduction for early departures or late arrivals
- The facility hirer is responsible for all expenses incurred by use of the facility

## Covid 19 (applies to all bookings)

All groups must adhere to Government mandates and any relevant restrictions, including Government regulations relating to vaccinations and/or group and gathering sizes/restrictions. Groups are responsible for adhering to legislation at all times.



## **Community, corporate and private camp bookings and payments**

- All bookings must be received in writing, alongside a completed and signed copy of the booking form at time of booking
- Any cancellations made two weeks or less before arrival will not be refunded
- No shows will be charged for the full time booked
- There is no reduction for early departures or late arrivals
- The facility hirer/contact person is responsible for all expenses incurred by use of the facility
- All bookings will be confirmed once payment and bond is received in full. Failure to pay these costs will result in the booking being released, The bond will be returned to the hirer after completion of the hire period, depending on the condition of the camp and no damage has occurred
- The Y Southland management reserves the right to cancel any booking where no deposit has been paid
- Full payment of hire costs must be received 14 days prior to arrival date

## **Damage and missing items**

- Any damaged or missing items onsite caused by the facility hirer will be assessed and billed accordingly. On signing the terms and conditions of hire, the hirer accepts responsibility for all damages to the venue; this includes but is not limited to walls, carpet, doors, tables, chairs, windows or any equipment. The hirer accepts to pay the full amount of repair and/or replacement.
- It is expressly forbidden to use screws, nails, tacks, adhesive paper or any similar fixing devices on any part of the interior or exterior of the venue, except with prior consent of Y Southland management.

## **Lost and found**

- If you lose an item, please contact the Y as soon as possible
- If you find an item, please drop it into the Y, at 77 Tay St, Invercargill
- It is the hirer's responsibility to ensure all equipment, materials, food or any item brought in by the hirer is removed by the end of the hire date. Any items left will be retained in the office for one month, after which point they will be disposed of. If there is significant cleaning or materials to be removed, this will be on-charged to the facility hirer or taken from your bond.

## **Security**

- Please secure your gear and belongings. The Y is not responsible for lost, stolen or damaged articles.

## **Good neighbours**

- Omaui Camp is nestled in the middle of a local community of residents. Please be considerate of this. Quiet hours are between 10pm and 8am.
- Please be courteous to your local neighbours if you bump into them
- Loud, excessive, or objectionable noise is not allowed at any time
- Inconsiderate behaviour or violence will not be tolerated
- No gang patches are to be worn on the premises

## **Health and Safety**

- Omaui Camp is a smoke free venue
- The Y will provide a hazard register and requirements to undertake whilst on site, including actions to undertake in the event of an evacuation. It is your responsibility to advise your group members and visitors of the booking conditions including health and safety.
- Cleaning the facility and site is a requirement of any group staying at the camp. A cleaning checklist will be provided for user groups to complete by the end of their hire.
- You are responsible for the health and safety of your group while using the site
- You must report any hazards or potential hazards not noted in the Y's hazard register to the Y as soon as practicable

## **Fire and Emergency**

- The hirer shall take all reasonable steps to ensure all safety precautions are taken to minimise and/or eliminate injury to persons attending the camp. The maximum overnight occupancy is 45.
- The hirer will ensure emergency services shall at all times have the right of entry to, and exit from, the camp and comply with any directions given by emergency personnel.
- Every hirer must be familiar with and comply with the Fire Action and Emergency Earthquake Emergency Process notices
- The hirer shall appoint a fire warden who will ensure all fire exits are kept clear of obstructions at all times. In the event that a fire alarm sounds, all people must be evacuated from camp buildings. Unless notified otherwise, the person who signs this Agreement will be the hirer's nominated fire warden.

## **In the event of a fire the fire warden(s) shall:**

- Set off the nearest fire alarm call point and alert guests of the fire
- Instruct all persons to leave the building by the nearest exit and proceed to the assembly area
- Ensure all persons who need special assistance receive help to leave
- Phone 111 from a safe location, ask for the Fire Service, and provide the address
- Call the Y to inform it that the fire alarm has been activated
- Remain outside the building, liaise with the Fire Service upon arrival, advise of any areas that have not been checked
- Ensure no persons re-enter the venue until the all-clear is given by the Fire Service.
- In the event of a false alarm, whether due to a smoke detector being activated or a misuse of the fire alarm, the hirer will be required to pay full costs of the fire brigade call-out and the resetting of the alarm system
- Action signs are located in the room/area you are hiring, explain to users where the exits are and the place to assemble once you are out of the building
- Wardens will be wearing pink safety vests and will ensure the hired area is cleared of occupants
- Fire extinguishers are available for use. These are only to be used if trained and it safe to do so